



# Meeting Logistics

**We need your help with:**

- **Conference Room:** 1 ½ hour—same time each week
- **Primary Contact:** who can facilitate access and promote program through corporate communication
- **Secured Storage:** scale, supplies and member folders
- **Permission:** receive packages to your location from WW's warehouse, where applicable

11:30 AM Meeting Example				
Set-Up	Weigh-in	Meeting Start	Meeting End	Pack-Up
10:45 AM	11:15 AM	11:30 AM	12:00 PM	12:15 PM